

FIRE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

Plans, directs, and supervises the operations of the fire department in the capacity of chief engineer and commanding officer, and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class requires a higher degree of skill and responsibility in directing fire fighting, life saving, fire prevention and administrative activities of the fire department. The fire chief is required to be on duty or subject to call at all times and is responsible to the mayor and board of aldermen as head of the fire department.

EXAMPLES OF WORK

Responds to all fires;

Directs and supervises subordinate employees at fire scenes in rescue operations, fire fighting, preventing spread of fires and in salvage and overhaul work after fires;

Directs and supervises the general care, use, and maintenance of all departmental equipment, vehicles, apparatus, stations, and grounds, and alarm and signalling systems or other departmental property;

Purchases or recommends the purchase of equipment and supplies in the manner prescribed by lawful authority and keeps such purchases within the budget therefor;

Provides for and supervises the preparations of departmental records and reports relating to personnel, equipment, supplies, fire information, fire prevention, employee training, or other records as required;

Investigates the cause, origin, and circumstances of all fires occurring in the city and reports all facts relating thereto to the office of State Fire Marshall, as required by law;

Directs the inspection of buildings for the purpose of determining the existence of conditions hazardous to life and property through fire or panic in the manner and within the limits prescribed by law or by and with the authority of the municipal government;

Informs the public of the necessity and methods of civilian cooperation in fire prevention work by means of talks, demonstrated lectures, distribution of literature to schools, civic clubs, church organizations, etc.;

Sees that employee training is regularly carried on and arranges for periodic special elementary and advanced training for all employees;

Delegates authority to subordinates for the more effective operation of the department as indicated;

Keeps informed on modern methods of fire department work and on local conditions which the department may be called on to combat in case of fire;

Promotes peace and harmony in the department, maintains discipline, and generally oversees the proper operation of the department.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least six (6) years of full time progressively responsible experience in fire service positions. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of full time progressively responsible experience in fire service positions. Fire service experience must include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at

least ten (10) years of full time progressively responsible experience in fire service positions. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

AND

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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